



POSITION ANNOUNCEMENT

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State Superintendent of Schools

Office of Human Resources · 200 West Baltimore Street · Baltimore, MD 21201 · 410-767-0019 · 410-333-3045 TTY/TDD

DIVISION OF CAREER TECHNOLOGY AND ADULT LEARNING CORRECTIONAL EDUCATION PROGRAM

November 18, 2005

OPEN AND CONTINUOUS RECRUITMENT

The Maryland State Department of Education is accepting applications on a continuing basis to build an applicant pool for anticipated position vacancies in correctional facilities. Applicants will remain active for one year following receipt and will be considered as openings occur.

POSITION TITLE: Teacher, Correctional Adult Education

SALARY: Salary to be determined following assessment of the applicant's education and experience.

NATURE OF WORK: This is a professional position responsible for providing academic instruction to incarcerated adults at the basic skills and/or General Educational Development (GED) level with application to vocational, functional living, and employability skills.

DUTIES AND RESPONSIBILITIES: Plans, conducts, and assesses classroom instructional activities; coordinates basic skills testing; maintains educational records; assesses and records progress toward educational learning goals for Adult Basic Literacy, Life Skills, and/or GED Certificate; develops and implements individualized and independent lesson plans; provides counseling and guidance.

MINIMUM QUALIFICATIONS: A Bachelor's Degree and one year of professional teaching experience. Candidates must be eligible for or willing to obtain certification in Elementary or Secondary Academic Education by the Maryland State Department of Education.

ESSENTIAL REQUIREMENTS: Knowledge of the principles and practices of adult education; knowledge of the subject areas taught in adult basic skills and/or secondary education and GED programs; knowledge of teaching methods; skill in the use of assessment instruments; ability to develop appropriate educational goals and objectives; ability to communicate effectively, both orally and in writing.

PROCEDURE FOR APPLICATION: Applicants must include their resume and complete a Maryland State Department of Education (MSDE) Application for Employment indicating application for Teacher, Correctional Adult Education. The application, resume, and any support documentation must clearly demonstrate that the applicant meets the prerequisite Minimum Qualifications and possesses the Essential requirements for the position. Completed Applications must be directed to the Staff Employment Section, Office of Human Resources, Maryland State Department of Education, 200 W. Baltimore Street, Baltimore, MD 21201 or faxed to 410.333.8950. For inquiries or an MSDE Application, contact 410.767.0019 or TTY/TDD 410.333.3045, or visit our website www.marylandpublicschools.org/MSDE/aboutmsde/jobs. *Appropriate accommodations for individuals with disabilities are available upon request.*

AFFIRMING EQUAL OPPORTUNITY IN PRINCIPLE AND PRACTICE

PROCESS:

Upon receipt, applications will be screened and placed in one of these categories: Best Qualified, Better Qualified, Qualified, or Not Qualified. Applicants will be notified of their category. Applications will continue active consideration for one year from the date of receipt. Requests to continue active consideration for an additional year will be honored providing the request is made in the twelfth month of receipt of the application. If an applicant declines to be interviewed two times or refuses a position two times, the application will be removed from active consideration.

**CONDITIONS OF
EMPLOYMENT:**

Employees in this classification are subject to Substance Abuse Testing in accordance with Code of Maryland Regulation 17.04.09, Testing for Illegal Use of Drugs. Applicants must consent to State Police Investigation as a routine procedure for all employees required to work in State Correctional Institutions. Proof of eligibility to work in compliance with the Immigration Reform and Control Act is required. If, once employed, it is determined that the incumbent does not qualify for at least a Provisional Certificate, the incumbent's employment will be terminated. Also, failure to obtain and maintain a Maryland Teaching Certificate will be the basis for termination of employment.

CLOSING DATE:

Open and Continuous
